



## **JOB DESCRIPTION**

Position Title: **Hearing Officer**

Class Code: 3903

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Performs work as a General Master and Hearing Officer in accordance with Rules 12.490 & 12.491, Florida Family Law and Rules of Procedure.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Conducts initial hearings, enforcement, and modification hearings in child support actions. Conducts temporary hearings, enforcement, and modification hearings in Dissolution of Marriage actions. Conducts uncontested and simplified hearings in Dissolution of Marriage Actions.

Conducts initial hearings and enforcement hearings in URESA actions. Conducts hearings related to matters previously held, e.g. discovery etc. Conducts injunction hearings and review hearings. Conducts hearings on Baker, and Hal Marchmann Acts.

Performs duties and has authority outlined in Administrative Order issued by Chief Judge for Hearing Officer position.

Prepares reports and recommendations when necessary in all matters heard.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Extensive knowledge of legal principles, statutory and case law, court rules and procedures, Federal, State, Municipal, and Constitutional Law.

Ability to exercise discretion, confidentiality, and impartiality in handling matters referred by the Court. Ability to work effectively with Circuit Judges and judicial staff. Ability to communicate effectively both orally and in writing.

Skilled in the techniques of legal research, comprehension, and composition.

Graduation from an accredited law school supplemented by three (3) years' experience in the practice of law. Must be a member in good standing of the Florida Bar.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is an office setting. The incumbent performs most job duties sitting at a desk, table or workstation. Incumbents in this classification are exposed to radiant and electrical energy found in an office environment.

